

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)
Section:	06	Title: Information Security
Sub Section:	01	Title: General Policy
Document:	04	Title: Classification of Information

1. STANDARD

Information will be broken into two sensitivity classifications (CONFIDENTIAL, PUBLIC) with separate handling requirements.

1.1. Summary of Standard Changes

1.2. Purpose

The intention of this standard is to provide employees with information to guide their security-related handling of sensitive information.

1.3. Scope

Applies to all persons or entities accessing information under stewardship or custodianship of ISD.

1.4. Responsibilities

1.5. Definitions and Abbreviations

CONFIDENTIAL INFORMATION: data that is sensitive and private and is exempt from disclosure under the provisions of the Arizona Open Records Act or other state or federal law such as investigations, medical or tax information, something that identifies a specific individual (name and Social Security Number). This information must be explicitly and authoritatively classified as confidential by the State.

PUBLIC INFORMATION: All information that has not been explicitly and authoritatively classified as confidential by the State.

1.6. Description of Standard

Information classification provides the basis for procedures controlling access and dissemination of information. Classification is the responsibility of the owner (State), but, it is also the responsibility of the information stewards and custodians to practice good judgment and due diligence in the handling of information.

1.7. Implications

It is the information Stewards' and Custodians' responsibility to see that all Confidential Information may only be accessed and disseminated to those identified by the State and having a 'right to know'. Decisions on Public Information access and dissemination are also the responsibility of the information Stewards' and Custodians' following the rules of confidentiality as specified in the A.R.S. 13-2316 and 39-120.

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1.8. References

Arizona Open Records Act
A.R.S. 13-2316, 39-120 (Confidentiality of information)

1.9. Attachments

2. INFORMATION CLASSIFICATION PROCEDURES

2.1. Summary of Procedure Changes

2.2. Procedure Details

The Information Steward, designated by the State as the owner of information, through an excited 'Sharing Agreement', will assign the value to the information and its classification and provide it in writing to ISD Security and the personnel acting as custodians of the information.

2.3. References

2.4. Attachments

3. RELEASE OF INFORMATION PROCEDURES

3.1. Summary of Procedure Changes

3.2. Procedure Details

Before information is released by the custodian, the owner's (or Stewards' through delegation) information classification will be established along with 'right to know' definitions. If any question as to the right to release information exists, the issue will be placed with the ADOA Public Information Officer for resolution.

3.3. References

3.4. Attachments